

**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Services**  
**Authorized Professional Engineering Services Schedule Pricelist**



**5-D Systems, Inc.**

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<b>Contract Number:</b>	GS-23F-0322N
<b>Modification Number:</b>	0009
<b>Effective Date:</b>	August 29, 2014
<b>Period Covered by Contract:</b>	August 29, 2003 – August 28, 2018 (plus one 5 year option)
<b>Business Size:</b>	Small Business



## General Services Administration - Federal Supply Service

On line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! <sup>TM</sup> is <http://www.gsaadvantage.gov/>

## TABLE OF CONTENTS

CUSTOMER INFORMATION .....	2
871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES ...	4
871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS .....	4
871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION .....	4
871-4 TEST AND EVALUATION .....	5
PRICING FOR 871-1, 871-2, 871-3, AND 871-4.....	6
LABOR CATEGORY DESCRIPTIONS .....	7

## CUSTOMER INFORMATION

- 1a. Awarded Special Item Numbers (SINs) with line item descriptions and prices:
  - SIN 871-1: Strategic Planning for Technology Programs/Activities
  - SIN 871-2: Concept Development and Requirements Analysis
  - SIN 871-3: System Design, Engineering and Integration
  - SIN 871-4: Test and Evaluation
- 1b. Labor Category Descriptions
2. Maximum Order: \$1,000,000.00 Per SIN
3. Minimum Order: \$100.00
4. Geographic coverage: Domestic delivery only.
5. Point of Production: Not applicable.
6. The prices contained herein are NET.
7. Quantity/Volume discounts: None.
8. Prompt payment terms: 0.5% for payments received within 10 days
- 9a. Government purchase cards are accepted up to the micro-purchase threshold.
- 9b. Government purchase cards will not be accepted for orders over the micro-purchase threshold.
10. Foreign items: None
11. Delivery: 40 work hours after receipt of order.
12. FOB: Destination
- 13a. Ordering address: 5-D Systems, Inc.  
1 Chisholm Trail  
Suite 3200  
Round Rock, TX 78681  
Phone: (512) 238-9840 x11  
Facsimile: (512) 238-9872
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules))
14. Payment address: Accounting  
5-D Systems, Inc.  
1 Chisholm Trail  
Suite 3200  
Round Rock, TX 78681  
Phone: (512) 238-9840 x14
15. Warranty Provisions: N/A
16. Export Packing: N/A
17. Terms and conditions of Government purchase card acceptance: Government purchase card accepted up to the micro-purchase level only.
18. Terms and conditions of rental, maintenance and repair: Not applicable.
19. Terms and conditions of installation: Not applicable.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from price lists: Not applicable.

- 20a. Terms and conditions of any other service: Not applicable.
- 21. List of service and distribution points: Not applicable.
- 22. List of participating dealers: Not applicable.
- 23. Preventive maintenance: Not applicable.
- 24a. Special attributes: Not applicable.
- 24b. Section 508 compliance: Not applicable.
- 25. DUNS number: 090213369
- 26. 5-D Systems, Inc. is registered in the Central Contractor Registration (CCR) database.
  - a. Notification regarding registration in the System for Award Management (SAM) database. Registered
- 27. Not Applicable

## **871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES**

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites – such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference.

## **871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs.

## **871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION**

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

#### **871-4 TEST AND EVALUATION**

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

Example: The navigation satellite-working model will be subjected to a series of tests, which may simulate and ultimately duplicate its operational environment.

**PRICING FOR 871-1, 871-2, 871-3, AND 871-4**

**Option 2:**

	<b>Year 11 (8/29/13- 8/28/14)</b>	<b>Year 12 (8/29/14- 8/28/15)</b>	<b>Year 13 (8/29/15- 8/28/16)</b>	<b>Year 14 (8/29/16- 8/28/17)</b>	<b>Year 15 (8/29/17- 8/28/18)</b>
<b>Labor Category</b>	<b>Contractor Site Hourly Labor Rates</b>				
<a href="#"><u>Senior Systems Engineer</u></a>	\$130.58	\$133.71	\$136.92	\$140.21	\$143.57
<a href="#"><u>Senior Software Engineer</u></a>	\$134.49	\$137.72	\$141.03	\$144.41	\$147.88
<a href="#"><u>Senior Hardware Engineer</u></a>	\$130.58	\$133.71	\$136.92	\$140.21	\$143.57
<a href="#"><u>Systems Engineer</u></a>	\$117.51	\$120.33	\$123.22	\$126.18	\$129.21
<a href="#"><u>Draftsperson*</u></a>	\$52.64	\$53.90	\$55.20	\$56.52	\$57.88
<a href="#"><u>Senior Draftsperson*</u></a>	\$63.97	\$65.51	\$67.08	\$68.69	\$70.34
<a href="#"><u>Tech Writer I*</u></a>	\$70.46	\$72.15	\$73.88	\$75.65	\$77.47
<a href="#"><u>Tech Writer II*</u></a>	\$83.30	\$85.30	\$87.35	\$89.45	\$91.59
<a href="#"><u>Tech Writer III*</u></a>	\$92.70	\$94.93	\$97.21	\$99.54	\$101.93
<a href="#"><u>Analyst I</u></a>	\$72.15	\$73.88	\$75.66	\$77.47	\$79.33
<a href="#"><u>Analyst III</u></a>	\$90.02	\$92.18	\$94.39	\$96.66	\$98.98
<a href="#"><u>Analyst IV</u></a>	\$94.65	\$96.92	\$99.25	\$101.63	\$104.07
<a href="#"><u>Analyst V</u></a>	\$108.20	\$110.79	\$113.45	\$116.17	\$118.96
<a href="#"><u>Analyst VI</u></a>	\$121.08	\$123.98	\$126.96	\$130.01	\$133.13
<a href="#"><u>Analyst VII</u></a>	\$133.62	\$136.83	\$140.11	\$143.48	\$146.92
<a href="#"><u>Analyst VIII</u></a>	\$138.22	\$141.54	\$144.93	\$148.41	\$151.97
<a href="#"><u>Information Specialist I</u></a>	\$77.90	\$79.77	\$81.68	\$83.64	\$85.65
<a href="#"><u>Sr. Principal Investigator I</u></a>	\$171.23	\$175.34	\$179.55	\$183.86	\$188.27
<a href="#"><u>Subject Matter Expert</u></a>	\$97.27	\$99.60	\$101.99	\$104.44	\$106.95
<a href="#"><u>Engineer I</u></a>	\$79.46	\$81.37	\$83.32	\$85.32	\$87.37
<a href="#"><u>Engineer II</u></a>	\$92.70	\$94.93	\$97.21	\$99.54	\$101.93
<a href="#"><u>Engineer III</u></a>	\$105.94	\$108.49	\$111.09	\$113.76	\$116.49
<a href="#"><u>Engineer IV</u></a>	\$119.19	\$122.05	\$124.98	\$127.98	\$131.05
<a href="#"><u>Engineer V</u></a>	\$131.91	\$135.08	\$138.32	\$141.64	\$145.04
<a href="#"><u>Engineer VI</u></a>	\$147.75	\$151.30	\$154.93	\$158.65	\$162.46
<a href="#"><u>ILS Manager</u></a>	\$122.22	\$125.16	\$128.16	\$131.24	\$134.39
<a href="#"><u>Program Manager I</u></a>	\$125.24	\$128.24	\$131.32	\$134.47	\$137.70
<a href="#"><u>Program Manager II</u></a>	\$132.81	\$136.00	\$139.26	\$142.61	\$146.03
<a href="#"><u>Program Manager III</u></a>	\$136.22	\$139.49	\$142.84	\$146.27	\$149.78
<a href="#"><u>Administrator I*</u></a>	\$22.14	\$22.67	\$23.21	\$23.77	\$24.34
<a href="#"><u>Administrator II*</u></a>	\$33.24	\$34.04	\$34.85	\$35.69	\$36.55



SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Senior Drafter*	30063 – Drafter/CAD Operator III	05-2007
Draftsperson*	30061 – Drafter/CAD Operator I	05-2007
Tech Writer I*	30461 – Technical Writer I	05-2007
Tech Writer II*	30462 – Technical Writer II	05-2007
Tech Writer III*	30463 – Technical Writer III	05-2007
Administrator I*	01311 – Secretary I	05-2007
Administrator II*	01312 – Secretary II	05-2007
<p>The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.</p>		

## LABOR CATEGORY DESCRIPTIONS

<b>Labor Category</b>	<b>Experience in years</b>	<b>Education</b>	<b>Functional Description</b>
Senior Systems Engineer	7	BS	Manages project operations and is responsible for coordination with the Program Manager or project lead. Supervises engineering effort through project completion. Performs a variety of engineering tasks that are broad in nature and are concerned with design and implementation; including personnel, hardware, software and support facilities and/or equipment. Coordinates the activities of Engineers and technicians assigned to specific engineering projects.
Senior Software Engineer	7	BS	Plans and performs engineering research, design development, and other assignments in conformance with design, engineering, and customer specifications. Supervises software efforts through project completion. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. Coordinates the activities of Engineers and technicians assigned to specific engineering projects.
Senior Hardware Engineer	7	BS	Plans and performs engineering research, design development, and other assignments in conformance with design, engineering, and customer specifications. Supervises hardware effort through project completion. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. Coordinates the activities of Engineers and technicians assigned to specific engineering projects.
Systems Engineer	5	BS	Performs a variety of engineering tasks, either independently or under supervision, focused on design and implementation, including hardware, software, and support facilities and/or equipment. Requires the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software.
Draftsperson	6 mos	HS*	Supports the development of technical packages including drawings, sketches, and technical reports. Demonstrates the skills and creative ability to use the tools (CAD) and equipment associated with creating and drafting technical drawings, schematics, and other illustrations.
Senior Draftsperson	4	HS*	Supports the development of technical packages including drawings, sketches, and technical reports. Demonstrates the skills and creative ability to use the tools (CAD) and equipment associated with creating and drafting technical drawings, schematics, and other illustrations.

<b>Labor Category</b>	<b>Experience in years</b>	<b>Education</b>	<b>Functional Description</b>
			Requires CAD design and drafting experience of a development nature, analyzing engineering sketches and specifications and related data inputs to determine design factors and management of parts.
Tech Writer I	2	BS/BA*	<p>Prepares support documentation and technical operations manuals for systems including related hardware and software. Works with the customer to ensure complete and accurate systems descriptions and required operating procedures are captured.</p> <p>Requires experience working with technical writing, documentation development; including indexing, cataloging, processing technical information, using word processing and spreadsheet software. Requires excellent writing skills, good oral skills, and effective team skills are necessary. Effectively employs word processing and spreadsheet software.</p>
Tech Writer II	4	BS/BA*	<p>Prepares support documentation and technical operations manuals for systems and networks, including related hardware and software. Works with customer to ensure complete and accurate systems descriptions and required operating procedures are properly captured. Writes technical materials and manuals. Writes documentation, operator manuals, and checklist procedures for hardware and software systems. Analyzes requirements for needed documentation and completeness. Ensures that technical subject materials are presented clearly and succinctly.</p> <p>Requires experience working with technical writing, documentation development; including indexing, cataloging, processing and abstracting cost, schedule, or technical information. Good oral skills, excellent writing skills, and team skills are required. Experience and fluency in standard office software, including MS Word and MS Office is required.</p>
Tech Writer III	8	BS/BA*	<p>Writes, coordinates, prepares, proofreads, and edits publications including operator manuals, reports, letters, articles, etc. Utilizes state of the art desktop publishing in conjunction with work efforts. Requires experience working with professional, management, and sponsoring personnel to determine communications needs, requirements, and suggested changes. Monitors status of documents from rough draft to final copy, and maintains and updates resource libraries. Schedule and</p>

<b>Labor Category</b>	<b>Experience in years</b>	<b>Education</b>	<b>Functional Description</b>
			develop resource requirements to meet review milestones, verification, and delivery. Performs as a working group member on a project team.
Analyst I	2	BS*	Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Introductory level experience in the analysis, planning, design, development, implementation, and support under engineering, science, business, financial, cost, or program management disciplines.
Analyst III	6	BS*	Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. May interface directly with the customer-designated representative and leads various task order activities. Requires experience in the analysis, planning, design, development, implementation, and support under engineering, science, business, financial, cost, or program management disciplines.
Analyst IV	8	BS*	Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Possesses demonstrated systems experience or project level systems management. Experienced in interfacing directly with the customer-designated representative and leading various task order activities. May formulate and use mathematical models or representations to conduct systems analysis. Has knowledge of technical and system level requirements, policies and procedures, cost and schedule estimating and other systems disciplines.

<b>Labor Category</b>	<b>Experience in years</b>	<b>Education</b>	<b>Functional Description</b>
Analyst V	10	BS*	Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Capable of Managing project operations and is responsible for coordination of tasking with the Program Manager or project lead. Performs a variety of analytical tasks which are broad in nature and involve design and program implementation, including personnel, hardware, software, and support facilities and/or equipment. Provides technical or management leadership to a group of employees for a given project, contract or job.
Analyst VI	12	BS*	Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Responsible for formulation of the opinions, decisions and ultimate performance of the task specified in the statement of work. Has the ability to perform detailed and complex calculations plus knowledge of the practices/principles necessary to assess advanced systems concepts, assess specifications and perform system integration in specific disciplines such as acquisition, management, business or logistics. The person must have task-related experience.
Analyst VII	15	BS*	Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Highly skilled with an acknowledged specialized acquisition, logistics, technological and/or domain expertise in the specific functional area required for performance of a SOW. Possesses unique capabilities or experience and may be considered a Subject Matter Expert either in the functional or domain specialty required by the work package.
Analyst VIII	20	BS*	Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Highly skilled with an acknowledged specialized acquisition, logistics, technological and/or domain expertise in the specific functional area required for performance of a SOW. Highly skilled experience in defense/industrial or demonstrated

Labor Category	Experience in years	Education	Functional Description
			acquisition experience in the applied field of expertise. Possesses unique capabilities or experience and may be considered a Subject Matter Expert either in the functional or domain specialty required by the work package. Provides input in budgetary process. Provides oversight of other employees.
Information Specialist I	1	HS*	Supports analytical tasks under direct supervision of personnel with domain or functional experience in a specific task area. Ability to support project or program activities with computer operations, data base applications, systems analysis using technology and tools. Possesses general experience and a basic understanding of information systems products and services.
Sr. Principal Investigator I	15	BS*	<p>Duties may include logistics, research, engineering, analysis, or other value-added duty that requires independent judgment and knowledge of military programs, weapon systems, or a similar complex program. Works independently with little or no supervisory oversight. May conduct studies, technical assessments, analyses, and evaluations to determine recommended “path-ahead” for the customer. May utilize models or other representative simulations to conduct systems analysis. Contributes subject matter expertise and advice to the customer at a level that corresponds to a related technical education.</p> <p>Must have demonstrated expert capabilities as a researcher, analyst or coordinator on a major military program, weapon system, or similar complex program.</p>
Subject Matter Expert	8	BS*	<p>Provides key/unique subject matter information, analysis, and guidance. Assists the technical project lead in the analysis of system requirements, development of system architectures, development of system integration approach, preparation of detailed test plans investigation of system problems. Assists others in the evaluation of data management, automation, and simulation software in the context of overall system requirements; and provides detailed technical recommendations in the areas of system architecture, system design, system evaluation, system modification, and system problems. Understands, articulates, and implements best practices related to their area of expertise. May lead or be an active participant of a work-group with the need for specialized knowledge. Provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the program life cycle.</p>

<b>Labor Category</b>	<b>Experience in years</b>	<b>Education</b>	<b>Functional Description</b>
Engineer I	0	BS	Develops rudimentary specifications, designs, and technical reports. May use CAD engineering and design software and equipment. Creates and performs unit testing of software and/or verification of hardware components. Participates in peer reviews of basic engineering designs and documentation. Conducts trade studies and performs design research of rudimentary engineering concepts and explorations. Prepares individual (personal) status reports to supervisor/team lead.
Engineer II	3	BS	Develops basic specifications, designs, and technical reports. Creates and performs sub-system testing of software and/or hardware components; recommends application of these components to new uses. Conducts peer reviews of basic engineering designs and documentation. Participates in planning, installation, and operational testing and reporting of moderately complex engineering designs to ensure conformance with functional specifications and customer requirements. Conducts trade studies and performs design research of basic engineering concepts and explorations. Initiates engineering change orders and corrective action reports. Reports project status to project tasking lead.
Engineer III	6	BS	Develops moderately complex specifications, designs, and technical reports. Creates and performs system integration testing of software and/or hardware sub-systems; verifies application of these components to new uses. Conducts peer reviews of moderately complex engineering designs and documentation. Leads in planning, installation, and operational testing and reporting of moderately complex engineering designs to ensure conformance with functional specifications and customer requirements. Conducts trade studies and performs design research of moderately complex engineering concepts and explorations. Develops engineering change orders and corrective action reports. Assists in the preparation of proposals and presentations. Reports project status to project manager.
Engineer IV	8	BS	Develops complex specifications, designs, and technical reports. Creates and performs system integration testing of software and/or hardware systems; may develop special test methods or fixtures to support developmental testing. Conducts peer reviews of complex engineering designs and documentation. Leads in the planning, installation, and operational testing and reporting of complex engineering designs to ensure conformance with functional specifications.

<b>Labor Category</b>	<b>Experience in years</b>	<b>Education</b>	<b>Functional Description</b>
			and customer requirements. Recommends procedural changes to ensure proper production and/or functioning of equipment and systems. Conducts trade studies and performs design research of complex engineering concepts and explorations. Develops engineering change proposals. Identifies potential new products or business. Prepares proposals and presentations.
Engineer V	12	BS	Leads in the development of full range of specifications, designs, and technical reports. Manages the system level integration testing efforts. Ensures peer reviews are conducted on engineering designs and documentation. Ensures all activities concerned with installation and operational test of full range of engineering designs are performed. Ensures recommendations for procedural changes related to proper production and/or functioning of equipment and systems are addressed. Manages engineering change proposals. Maintains liaison with customer or contractor representative to review, monitor and evaluate conformity to project task specifications and project schedules; develops program requirements. Identifies potential new products or business. Prepares proposals and performs presentations. Prepares status and progress reports and periodically briefs customer representatives.
Engineer VI	15	BS	Negotiates engineering and/or design requirements with customer representatives. Makes decisions on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Maintains liaison with customer or contractor representative to review, monitor and evaluate conformity to project task specifications and project schedules. Prepares status and progress reports and periodically briefs customer representatives. Plans, directs, and provides consultation for engineering projects. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment.
ILS Manager	15	BS*	Manages the development planning, requirements analysis, baseline development, concept development/evaluation, technology planning, and interoperability analysis. Manages the development of logistics technical inputs to support engineering in system acquisition activities. Conducts risk assessment, interface evaluation, and technical evaluations. Manages the development of documentation for Integrated Logistics Support Plans, warranties, test demonstrations, maintenance plans, and technical orders/manuals. Includes experience in long-term



<b>Labor Category</b>	<b>Experience in years</b>	<b>Education</b>	<b>Functional Description</b>
			reliability and maintainability and life cycle costs. May include experience in logistics training, acquisition management and support, development of policies and procedures, and supporting/witnessing testing.
Program Manager I	6	BS*	Directs and manages internal/external communications and all functional program activities to meet contract cost, schedule, and performance objectives. Makes final decisions on administrative or operational matters affecting more than one segment or functional activity of the program. Develops program budgets, develops technical, scientific and support staff manning requirements, monitors technical and scientific progress, monitors project budget status, and develops project plans. Performs program conflict resolution. Applies project management knowledge, skills, tools, and techniques to a broad range of tasks in order to meet program requirements and to deliver an end result for a particular project. Skilled in risk management principles and application.
Program Manager II	10	BS*	Directs and manages internal/external communications and all functional program activities to meet contract cost, schedule, and performance objectives. Makes final decisions on administrative or operational matters affecting more than one segment or functional activity of the program. Develops program budgets, develops technical, scientific and support staff manning requirements, monitors technical and scientific progress, monitors project budget status, and develops project plans. Performs program conflict resolution. Applies project management knowledge, skills, tools, and techniques to a broad range of tasks in order to meet program requirements and to deliver an end result for a particular project. Skilled in risk management principles and application.
Program Manager III	14	BS*	Directs and manages internal/external communications and all functional program activities to meet contract cost, schedule, and performance objectives. Makes final decisions on administrative or operational matters affecting more than one segment or functional activity of the program. Develops program budgets, develops technical, scientific and support staff manning requirements, monitors technical and scientific progress, monitors project budget status, and develops project plans. Performs program conflict resolution. Applies project management knowledge, skills, tools, and techniques to a broad range of tasks in order to meet program requirements and to deliver an end result for a particular project. Skilled in risk

<b>Labor Category</b>	<b>Experience in years</b>	<b>Education</b>	<b>Functional Description</b>
			management principles and application.
Administrator I	1	HS*	Provides administrative support to technical and management-level personnel. This includes general office support, executive secretarial support, human resource planning, data processing, documentation planning and support, travel and transportation management, event planning and administration, safety, and security.
Administrator II	3	HS*	Provides administrative support to technical and management-level personnel. This includes general office support, executive secretarial support, human resource planning, data processing, documentation planning and support, assists in contract management, scheduling, travel and transportation management, event planning and administration, safety, and security.

**\*Equivalency Requirements**

General educational development credential or vocational degree = high school diploma

A.S./A.A. degree = two years general experience

B.S./B.A. = six years related experience

M.S./M.A. = B.S./B.A. plus four years related experience

End of Document provided by 5-D Systems